

ZOOM Meeting Instructions

Please note, all City Council meetings will also be live broadcast via the City's Facebook Page

You only need to follow the steps below if you are a presenter at the meeting or would like to speak during the public hearing portion of the meeting, otherwise you are able to just follow the instructions on the meeting agenda.

Those interested in submitting written comments should email safortin@berlinnh.gov or mail to City Clerk, 168 Main St Berlin, NH 03570. Comments received by 4:30pm for the night of the meeting will be provided to Council members in advance of the meeting and will be read into the record of the meeting.

Part I: Accessing the meeting through Zoom. You can join a scheduled Zoom meeting directly from your web browser, from the Zoom desktop or mobile application, and from a landline or mobile phone.

- Web browser – go to <https://zoom.us/> and click on the “Join a Meeting” link at the top of the screen. Follow the instructions below.
- From the Zoom app – open the Zoom app and click on the “Join” button in the middle of the screen. Follow the instructions below.
- From a landline or mobile app – Dial the number on the meeting agenda and Follow the instructions below.

Part II: Enter the Unique Meeting ID and Password. Each meeting has a unique 9, 10, or 11-digit number called a meeting ID and Password that will be required to join a Zoom meeting. Check the meeting invite or notice for this information and enter it when prompted.

Part III: Select your Audio Preference. Once you join your meeting on a computer or mobile device, you will be prompted to select your audio preference. If your device is equipped with a microphone and speakers, you should select Computer Audio. If you do not have a microphone and speakers on your device or your sound quality is poor, you can select Phone Call. If you select Phone Call, you will be provided a list of numbers to use to call into to participate in the audio portion of the meeting.

Part IV: Wait for Host to Start the Meeting. Once you have entered the information above, you will be placed in a “waiting room” and the meeting host will be notified that you are waiting to join the meeting. Once you are invited into the meeting, you will be able to view and hear the meeting on you device and the host will be able to mute and unmute your microphone and video.

Part V: Instructions for Participating in the Meeting. By default, all participants in the meeting are automatically muted once they join the meeting. To avoid audio feedback and sound quality issues, the host has control of this feature. During the public hearing portion of the meeting, if you would like to alert the meeting host that you would like speak, you can use the “Raise Hand” tool. Tap next to your name in the “Participants” list, then tap Raise Hand. You will see a hand icon beside your name in the participants list. If you are only accessing the meeting by phone, you can “Raise Your Hand” by pressing *9. The host will unmute you and alert you when it is your turn to speak.

If you have trouble during the meeting you can call 752-8587 for help or email plaflamme@berlinnh.gov